

CITY OF SPRINGFIELD LICENSING DEPARTMENT

PROCESS TO OBTAIN EACH LICENSE TYPE

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List of Fees

TYPE OF LICENSE	AMOUNT DUE	FREQUENCY	PRORATED/PER DIEM
Auto Dealer- New	\$225.00	New	---
Auto Dealer- Renewal	\$200.00	Annual	---
Common Victualler- New	\$125.00	New	---
Common Victualler- Renewal	\$100.00	Annual	---
Entertainment—Short Monday-Saturday	\$50.00	New and Renewals	---
Entertainment—Short Sunday	\$200.00	New and Renewals	---
Entertainment—Long Monday- Saturday	\$100.00	New and Renewals	---
Entertainment—Long Sunday	\$400.00	New and Renewals	---
Lodging House	\$50.00	New and Renewals	---
Video Games (per game)	\$100.00	New and Renewals	---
Pool Table (1 st Table)	\$100.00	New and Renewals	---
Pool Table (each additional table)	\$25.00	New and Renewals	---
Movie Theater	\$500.00	New and Renewals	---
Liquor License Application New/Transfers/Other Changes	\$200.00	Varies	---
One Day Beer & Wine	\$75.00	Varies	---
One Day All Alcohol	\$150.00	Varies	---
All Alcohol Club License Renewal	\$2,200.00	Annual	\$ 6.02
Beer & Wine Club License Renewal	\$950.00	Annual	\$ 2.60
All Alcohol General On-Premise (Bar) Renewal License	\$2,700.00	Annual	\$ 7.40
Beer & Wine General On-Premise (Bar) Renewal License	\$1,400.00	Annual	\$ 3.84
Inn Holder—Alcohol License Renewal	\$4,500.00	Annual	\$ 12.33
Small Inn Holder—Alcohol License Renewal	\$1,400.00	Annual	\$ 3.84
All Alcohol Package Store License Renewal	\$2,000.00	Annual	\$ 5.48
Beer & Wine Package Store Renewal	\$1,500.00	Annual	\$ 4.11
All Alcohol Restaurant License Renewal	\$2,800.00	Annual	\$ 7.67
Beer & Wine Restaurant License Renewal	\$1,500.00	Annual	\$ 4.11
Seasonal Liquor License	\$950.00	Seasonal	---

Liquor License (Fees Vary)

Process takes 3- 6 Months

All Liquor License Forms and Applications are found ONLINE ONLY at

<https://www.mass.gov/alcoholic-beverages-retail-licenses>

1. Complete Application from www.mass.gov/abcc and Submit to the Licensing Department with a \$200.00 check Payable to the City of Springfield. All **ABCC** Transaction Fees Must be Paid online. Print your payment Confirmation Page and include it in your application packet when submitting it to the Licensing Department.
2. Meeting with neighborhood Council
3. Planning Board Hearing
4. License Commission Hearing
5. Application sent to **ABCC** by the **LLA**
6. **ABCC** has Final Approval
7. **LLA** Receives Approval from Alcoholic Beverage Control Commission
8. Once **ABCC** approval is received by **LLA** you will have to complete the Common Vic App, Workers Compensation Affidavit, Tax Certification Affidavit and Officers Directors forms then submit it the Licensing office with a copy of your health permit, workers compensation certificate of liability, Liquor liability and Certificate of Inspection.
9. Documents will be reviewed and processed
10. License is issued

ABCC= Alcoholic Beverage Control Commission

LLA=Local Licensing Authority (Licensing Department)

Common Victualler Restaurant License \$125.00/New \$100/Renewal

Process Takes 7-14 Business Days

1. Complete the Common Victualler Application
2. Submit Completed application to The Licensing Department with a copy of Current Health Permit and Workers Compensation Insurance Policy
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. License is issued

Auto Dealer Ship License \$225.00/New \$200/Renewal

Process Takes 30-45 Business Days

Class I – New Cars, Class II – Used Cars, Class III- Junk Yard, Tires or Repairs

All Class 2 and 3 Require a Special Permit

1. Complete the Car Dealer Application (Class I, II, III)
2. Submit Completed application to The Licensing Department with a copy of Current Bond Insurance Policy (Class 2 Only) and Workers Compensation Insurance Policy
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. Application is Sent to Code Enforcement for Inspection Report (Usually takes 5-7 Business Days)
5. License Commission Hearing is scheduled for ALL Class III Applications
6. License is Issued

Entertainment License \$250.00/Small \$500.00/Large

Process Takes 15-30 Business Days

Small Entertainment includes TV & Radio only - Large Entertainment includes TV, Radio and other forms of Entertainment

1. Complete the Entertainment Application
2. Submit Completed application to The Licensing Department with a certified bank check or money order in the amount of the fee that is applicable
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. Entertainment Hearing is Scheduled
5. License is Issued

Bowling Alley License

Process Takes 15-30 Business Days

1. Complete the Bowling Alley Application
2. Submit Completed application to The Licensing Department with a certified bank check or money order in the amount of \$100.00
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. Entertainment Hearing is Scheduled
5. License is Issued

Video Game, Movie Theater or Pool Table License

Process Takes 15-30 Business Days

1. Complete the applicable Application
2. Submit Completed application to The Licensing Department with a certified bank check or money order in the amount of \$100.00
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. Entertainment Hearing is Scheduled
5. License is Issued

Lodging House Licenses

Process Takes 7-14 Business Days

1. Complete the Lodging House Application
2. Submit Completed application to The Licensing Department with a certified bank check or money order in the amount of \$50.00 with a copy of Certificate of Inspection
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. License is Issued

One Day Liquor License

Process Takes 5-15 Business Days

***All new events and events with minors present must be heard by the License Commission**

***All ALCOHOL One Day Licenses are for NON- PROFIT Events only**

1. Complete the application and submit it at least 14 Days Prior to your event
2. Application is Sent to SPD for approval
3. Application is sent to License Commission Chairman for Review and Approval
4. Hearing is scheduled (if necessary)
5. License is Issued

One Day Entertainment License

Process Takes 15-20 Business Days

***All new large events must be heard by the events and festival committee**

1. Pick up the application in Office at least 21 Days prior to your event Date
2. Complete the application in Office or Complete outside of office and bring it back
3. Application is numbered in the order of which required signatures will need to be obtained
4. Applicant Collects required signatures
5. Submit Application to the Licensing Department
6. Application is reviewed
7. One Day License is issued

Taxi License/ Livery License

Process Takes 7-14 Business Days

Complete the Taxi or Livery Application

1. Submit Completed application to The Licensing Department with a 2 certified bank check or money orders in the amount of \$25.00 each
2. CORI Form is sent to Springfield Police Department for Background Check (Usually takes 5-7 Business days)
3. Application is sent to the collectors office for Tax Certification Review (Usually takes 5- 7 business Days)
4. Approval Form is Issued
5. Springfield Police Department Collects Finger Prints and Photo
6. License is Issued

List of Departments

Licensing Department for Licenses – 36 Court Street Room 305

(413) 787-6140

City Clerks for Business Certificates – 36 Court Streets Room 123

(413) 787- 6561

Health Department for Health Permits – 1145 Main Street 2ND FL

(413) 787-6740

Fire Prevention for Certificate of Inspection -605 Worthington Street

(413) 787-6410

Police Department for One Day Licenses – 130 Pearl Street

(413) 787- 6302

Planning Department for Special Permits- 70 Tapley Street

(413) 787-6021

ABCC for Liquor Licenses- 239 Causeway Street Boston, MA

(617)727-3040

ADVISORY

***ALL FEES MUST BE PAID IN A CERTIFIED BANK
CHECK OR MONEY ORDER ONLY***

***ALL APPLICATIONS ARE SENT FOR TAX
CERTIFICATION REVIEW***

*** LICENSE APPLICATIONS WILL BE DENIED IF THERE
ARE ANY OUTSTANDING BILLS OWED TO THE CITY OF
SPRINGFIELD ***